

Request for Qualifications

Engineering Services

For

**Alexander County ARPA Infrastructure Expansion Project
Water Transmission Line Design and Construction**



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OVERVIEW & PURPOSE

Alexander County, North Carolina is requesting statements of qualifications from qualified professional civil engineers for the design, bidding, and construction oversight of new water transmission lines in Alexander County. The project would consist of construction of approximately 50,000 linear feet of 2" through 8" PVC water transmission lines and related appurtenances along both public and private road right of ways.

It is anticipated that this project will be funded through federal American Rescue Plan Act funds allocated to Alexander County, North Carolina. The final scope of work for the project will be dependent upon the final estimated cost of the project and the availability of funding.

The overall objectives of this project include the following:

- Planning, design, and permitting for the proposed water transmission lines
- Preparing bid documents and specifications
- Providing assistance with bidding, bid tabulation, and recommendation of award
- Construction phase administration and observation
- Potential Federal funding requirements

PROJECT DESIGN SCHEDULE

Due to regulations and timelines imposed upon projects being funded through federal American Rescue Plan Act appropriations, it is the desire of Alexander County to begin work on this project as expeditiously as practicable. As of the date of release for this RFQ, Alexander County is still awaiting the release of final guidance on eligible uses for American Rescue Plan Act funds. Alexander County will negotiate a final project design schedule start date which is agreeable to both Alexander County and the selected firm, however it is anticipated that design work would begin late fourth (4th) quarter of calendar year 2021.

SCOPE OF WORK

To be considered for selection, the firm/team shall be qualified and capable to provide the necessary professional services associated with project tasks and conformance with local, state, and federal requirements listed herein.

1. Planning, field surveys and mapping, geotechnical investigations, utility location, design and preparation of sealed drawings and construction documents (plans and specifications), and cost estimations.
2. Potentially perform some geotechnical analysis of the characteristics of the soil and rock conditions within the project's limits and determining what impact this may have on the project.
3. Perform all project management and quality control/quality assurance duties for the survey, design, bidding, and construction oversight.
4. Provide necessary documentation needed for any federal reporting requirements related to the project.
5. Prepare all necessary applications to secure required permits and approvals for construction by NCDEQ, NCDOT, or other necessary permitting agencies.
6. Provide assistance during the construction bidding process to include participation in the pre-bid conference, replying to requests for information, preparing advertisements for bid solicitations, conduct bid opening, preparing a certified bid tabulation, preparing a formal recommendation for award, and issuing the notice to proceed.
7. Construction Administration duties shall include conducting a pre-construction conference, review of project progress (inspections) review of shop drawings and submittals, certification of contractor requests for payment, processing of change orders, preparation of pre-final and final punch lists and project closeout. Provide hard and digital copies of as-built drawings.

QUALIFICATION SUBMITTAL INSTRUCTIONS

SUBMISSION DEADLINE

Qualification submittals must be received by **5:00 p.m. eastern time on Wednesday, September 22nd, 2021 in order to be considered for evaluation under this RFQ.**

SUBMITTAL INSTRUCTIONS

Qualification Submittals should be submitted in PDF format to David Moose – Compliance and Procurement Specialist via email to dmoose@alexandercountync.gov with subject line “*Qualification Submittal for Water Transmission Line Design and Construction - 2021 Alexander County ARPA Infrastructure Expansion Project*” no later than the submission deadline noted above. Submittals received after the submission deadline will not be considered. Alternative submission methods may be accommodated as needed.

RFQ CONTACT

Inquiries regarding this RFQ process should be directed to David Moose – Compliance and Procurement Specialist for Alexander County. Prospective firms may make inquiries to obtain clarification of the requirements contained within this Request for Qualifications (RFQ). All inquiries shall be submitted in writing via email to the following address: dmoose@alexandercountync.gov **All inquiries must be received by 5:00 p.m. eastern time on Friday, September 10, 2021.**

SUBMITTAL FORMAT

Submittals should be limited to fifteen (15) numbered pages excluding front and back cover pages. Please include a letter which identifies a contact person for your firm as well as legal firm name and address information. The following format is encouraged in order to provide consistency between submittals, aiding in evaluation and comparison. If the format below is modified please ensure to include the following information at a minimum:

- **Cover Letter:** Project statement, legal name of firm, and the name, address, telephone number, and email address of a contact person for questions concerning the qualification submittal.
- **Firm/Team Background:** Provide a narrative of your firm’s prior experience and qualifications with projects of similar size and complexity. A general description of the team’s capabilities,

including information related to the history, overall size of the firm, location of firm headquarters, and local offices.

- **Project Team:** Provide a list of the project team members, including the office location where they currently work, and identify the responsibility of each team member. For proposed sub-consultants, please provide the name of each firm, the office location, contact name, telephone number, and the services to be provided. Only staff who will be directly involved with the execution of the project should be included.
- **Firm/Team Experience & References:** Briefly summarize the firm/team's experience with public water utility distribution system planning, design, and construction. Provide references for recently completed waterline projects of similar scope or size to this proposed project including past team member experience, if any, with those projects. For past project references please provide a contact name, position, physical address, phone number, and email address.
- **Project Approach:** Based upon the information contained herein, provide a brief narrative explaining the overall approach your firm/team will take to complete this project.
- **Other Supporting Data:** Please include any other information that you feel is relevant to the evaluation of your firm for this project.

EVALUATION CRITERIA

Qualification submittals should address all aspects of this RFQ and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner.

Evaluation of qualification submittals will be performed by Alexander County staff.

- **Qualifications of the Firm/Team (25%)**: Preference shall be given to those firms/teams and personnel with experience in municipal water distribution system planning, design, permitting, and construction.
- **Overall Qualifications of the Project Manager and Project Team (25%)**: Identify the Project Manager/Engineer and Project Team who will be assigned to the project. Preference will be given to those with experience in items listed in the Scope of Work above and any familiarity with the region and permitting agencies.
- **Experience with Federally-Funded Projects (10%)**: Preference shall be given to firms/teams who demonstrate prior experience working on public water projects that are federally-funded, specifically with regards to working with project owners to meet required federal procurement and reporting guidelines.
- **Relevant Project Experience (20%)**: Preference shall be given to project team personnel (especially the Project Manager) who demonstrate prior experience managing projects of similar scope and nature and who have a demonstrated working relationship with North Carolina regulatory agencies.
- **Response Capability & Project Understanding (15%)**: Preference shall be given to those firms which in the opinion of Alexander County will be most able to effectively and efficiently complete all requirements as specified in this Request for Qualifications and who, in their qualifications submittal.
- **Office Location & Availability of Key Firm Personnel (5%)**: The proximity of the Project Manager/Engineer and Project Team office location to Alexander County will be evaluated along with the stated availability of key project team personnel. Preference will be given to those firms/teams who in the opinion of Alexander County, are well-positioned geographically to effectively fulfill all requirements set forth in this Request for Qualifications.

All firms who choose to respond with a Qualifications Submittal will be evaluated by Alexander County staff based on the criteria set forth above. Alexander County reserves the right to reject any or all Qualifications Submittals received in response to this Request for Qualifications and to select the firm/team who are most advantageous to Alexander County. Candidate firms may be asked to deliver a qualifications presentation to Alexander County staff before a final selection is made. ***Final selection and contracting will be subject to approval by the Alexander County Board of Commissioners.***

NONDISCRIMINATION & EQUAL OPPORTUNITY EMPLOYER

Alexander County is an Equal Opportunity Employer and invites the submission of qualifications from all entities including those designated as minority and women-owned business enterprises (MWBE), historically underutilized businesses (HUB), and certified/registered Section 3 businesses. Alexander County complies with all civil rights provisions of federal statutes and related authorities which prohibit discrimination in programs and activities receiving state and federal assistance. Alexander County does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability, in employment or provision of services.

ADMINISTRATIVE INFORMATION

All qualification submittals shall become the property of Alexander County once submitted for consideration and will only be returned to the submitting firm at the County's option and discretion. Any restrictions on the use of the information and data contained within the qualification submittal must be clearly stated in the submittal itself.

The cost of preparing, submitting, and presenting a submittal is the sole responsibility of the submitting firm. Alexander County shall not be held liable for any costs, direct or indirect, associated with the development, submission, or presentation of any submittal in response to this Request for Qualifications.

Alexander County reserves the right to reject any and all qualification submittals, to consider alternatives, to waive irregularities, and to re-solicit a Request for Qualifications. Alexander County further reserves the right to cancel the RFQ in part or in whole at any time. This Request for Qualifications shall in no way obligate Alexander County to award a contract for this project. Alexander County makes no guarantees to any proposing firm until such time as the County approves a contract for engineering services for this project.

Alexander County will provide information and clarification related to this Request for Qualifications where available.